



OnCare Office Version 3.3.3 E8.3

Release Notes – February 28, 2019

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1 TAP/TPD Enrollment Dashboard – Enhancement

To match the count between TAP/TPD enrollment counts and the corresponding list of TAP/TDP families, funding accounts of the family are grouped by the payor as shown below:

Access Path: Family Accounting → Online Tuition Payment

Online Payment Enrollment

Total Active Families6

Total Active Payors8

Total Active Payors Enrolled in TAP3

Total Active Payors Enrolled in TPD3

Total Active Payors Not Enrolled2

TAP Enrolled Families

Online Tuition Payment -> View TAP Enrolled Families

No.	Family Acct Key	Parent Name	Child Name	Pymt Type	Parent Type
1	BARTLEY	Alexis Gutierrez	Brown	ACH (100%)	Sponsor
2	ELLEN	Ellen Connolly	Rebecca, Cedric	ACH (0%)	Sponsor
		Ellen Connolly	Rebecca, Cedric	Card (67%)	Sponsor
		Ellen Connolly	Rebecca, Cedric	Card (33%)	Sponsor
3	ELLEN	William Connolly	Rebecca, Cedric	ACH (100%)	Co-Sponsor

Matching count between the dashboard and family listing page

Payor with multiple funding accounts are grouped

New: Payment % is added against each funding account

2 Display of TPD Recurring Start Date in Family Record page

Access Path: Family Accounting → Family Record → Edit Family Record

If the TPD Recurring Payment starts in the **future**, then Family - Payment Info section will show the recurring start date additionally.

Payment Info	
Online Payment TPD-Card (Recurring Weekly on Sunday - start by 06/01/2019)	Online Payment TPD-ACH (Recurring Monthly on 15th - start by 05/15/2019)

3 Provision to configure Week Start Day for Staff Payroll Hours

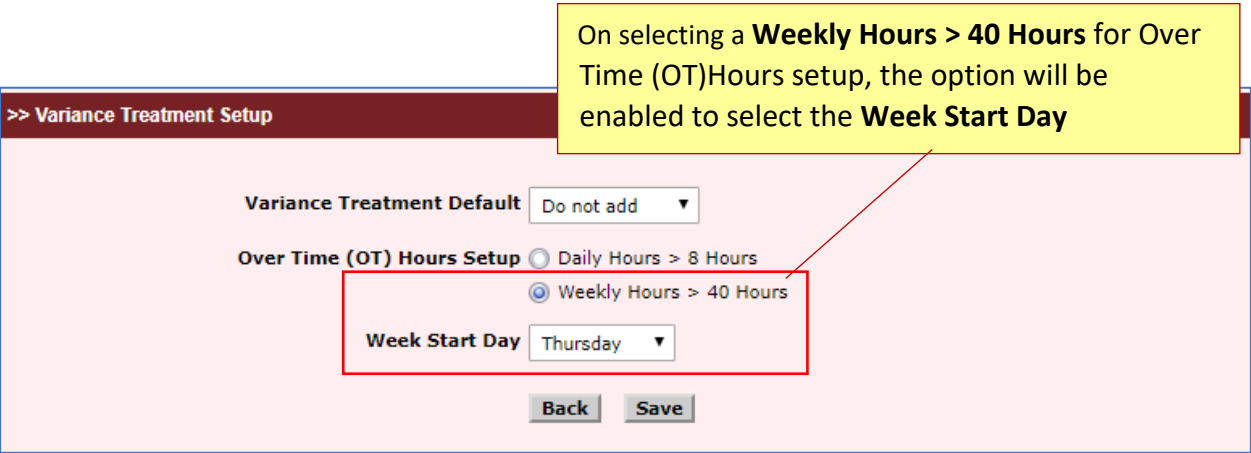
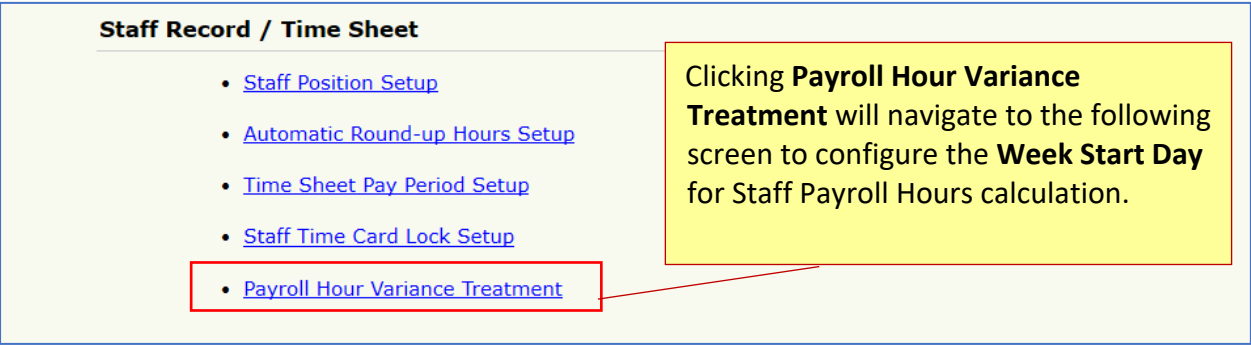
OnCare has introduced a new configuration to select the Week Start Day for Staff Payroll Hours computation.

Based on the Week Start Day setup, following page and reports will compute the Regular hrs and OT hours for the selected week.

Page:
Staff Time Card

- Reports:**
- 1. Staff Time Sheet
 - 2. Staff Hours Summary Report
 - 3. Export Staff Time sheet Data (Company level report)

Configuration:
Access Path: System Administration → Administrative Functions → Staff Record / Time sheet → Payroll Hour Variance Treatment



Depends on the Week Start Day, Staff Time Card page will allow users to select the dates for **From date** as shown below:

Select By ☒ Date Range

From To

Search

Selected Period 02/07/2019 To 03/06/2019

Note: If the "Edit" and "Del" hyperlinks are disabled (gray), it means that your Company Administrator has locked the staff time card from any additional changes.

Administrator has locked the staff

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Payroll Hrs	Action	
									Reg	OT	
1	02/14/2019	Thu	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		Edit Del

Select By ☒ Date Range

From To

Search

Selected Period 02/07/2019 To 03/06/2019

Note: If the "Edit" and "Del" hyperlinks are disabled (gray), it means that your Company Administrator has locked the staff time card from any additional changes.

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Payroll Hrs		Action
									Reg	OT	
1	02/14/2019	Thu	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		Edit Del
2	02/15/2019	Fri	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		Edit Del
3	02/16/2019	Sat	07:00 am	03:00 pm	Unassigned	8.00	8.00	N/A	8.00		Edit Del
4	02/18/2019	Mon	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		Edit Del
5	02/19/2019	Tue	07:00 am	04:00 pm	Unassigned	9.00	9.00	8.00	8.00	1.00	Edit Del
(02/14/2019 - 02/20/2019) Weekly Total									40.00	1.00	
6	02/21/2019	Thu	07:00 am	11:00 am	Unassigned	4.00	4.00	8.00	4.00		Edit Del
7	02/25/2019	Mon	05:00 am	05:00 pm	Unassigned	12.00	12.00	N/A	12.00		Edit Del
(02/21/2019 - 02/27/2019) Weekly Total									16.00		
						Total Hrs	57.00	40.00	56.00	1.00	

4 Staff - Export Time Sheet Data based on the variance treatment

Now, “Export Time Sheet Data” report will generate the report based on the variance treatment opted at company level.

New: Staff Status filter has been introduced pull the records based on the staff status.

Access Path: System Administration → Reports → Staff Management → Export Time Sheet Data

>> Staff TimeSheet Export

Select Date Range From To

Staff Status

Back Submit

Clicking on **Submit** will generate the report based on the Company -OT Hours Setup as shown in the below **Reports** screen

Application Screen:

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Payroll Hrs		Action
									Reg	OT	
1	02/14/2019	Thu	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		Edit Del
2	02/15/2019	Fri	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		Edit Del
3	02/16/2019	Sat	07:00 am	03:00 pm	Unassigned	8.00	8.00	N/A	8.00		Edit Del
4	02/18/2019	Mon	07:00 am	03:00 pm	Unassigned	8.00	8.00	8.00	8.00		Edit Del
5	02/19/2019	Tue	07:00 am	04:00 pm	Unassigned	9.00	9.00	8.00	8.00	1.00	Edit Del
					(02/14/2019 - 02/20/2019) Weekly Total				40.00	1.00	
6	02/21/2019	Thu	07:00 am	11:00 am	Unassigned	4.00	4.00	8.00	4.00		Edit Del
7	02/25/2019	Mon	05:00 am	05:00 pm	Unassigned	12.00	12.00	N/A	12.00		Edit Del
					(02/21/2019 - 02/27/2019) Weekly Total				16.00		
					Total Hrs		57.00	40.00	56.00	1.00	

[illegible]

Report – Weekly 40Hrs

Note: If the company has opted **Daily Hours > 8 Hours for OT Hours setup**, then variance treatment must be applied manually.

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Variance		Payroll Hrs		Action
									Hrs	Treatment	Reg	OT	
1	02/12/2019	Tue	06:00 am	04:00 pm	Unassigned	10.00	10.00	8.00	2.00	Do not add	8.00		Edit Del
2	02/13/2019	Wed	06:00 am	05:00 pm	Unassigned	11.00	11.00	8.00	3.00	Pay hrs > 8 as OT	8.00	3.00	Edit Del
3	02/14/2019	Thu	06:00 am	04:00 pm	Unassigned	10.00	10.00	8.00	2.00	Do not add	8.00		Edit Del
						Total Hrs	31.00	24.00	7.00		24.00	3.00	

Report Na Staff Time Export														
Start Date		2/11/2019												
End Date		2/14/2019												
Report Ge		2/27/2019												
CENTER N	CENTER NAM	STAFF ID	SOCIAL SE	STAFF NA	STAFF STA	PAYROLL C	DATE	TIME IN	TIME OUT	REGULAR	OT HRS	Vacation	Holiday	General pto
	Boston	12584		"Afshead	Active	HOURLY	2/12/2019	6:00	16:00	8				
	Boston	12584		"Afshead	Active	HOURLY	2/13/2019	6:00	17:00	8	3			
	Boston	12584		"Afshead	Active	HOURLY	2/14/2019							-1
	Boston	12584		"Afshead	Active	HOURLY	2/14/2019					2		
	Boston	12584		"Afshead	Active	HOURLY	2/14/2019	6:00	16:00	8				

Report – Daily >8Hrs